



REQUEST FOR CHANGE IN OWNERSHIP AND/OR MANAGEMENT AGENT

Please complete all sections that apply and return this form and any supporting documents to:
Owner-MgmtChange@virginiahousing.com

Section I: PROPERTY INFORMATION

If multiple properties are affected, please fill out a form per property.

Property Name:			VHDA #:	
Street Address (No P.O. Box):		City:	State:	Zip:
Is this a Tax Credit Property? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "yes", please provide a copy of the EUA and any amendments</i>				
If "yes", is the Property within its 15-year compliance period? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is there a VHDA loan on the Property? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Was the Property built before 1978? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Mortgagor (if applicable):				
Today's Date:		Anticipated Date of Change:		
Does this property require non-profit involvement? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is there a Right of First Refusal?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "yes", please provide a copy</i>				
Name of the Non-Profit/Party That Holds the ROFR:				
Contact Name:		Phone Number:	Email Address:	
Street Address (No P.O. Box):		City:	State:	Zip:

Section II: MANAGEMENT AGENT INFORMATION

Is there a Management Change? Yes No
(If yes, complete this Section II. If no, skip to Section III)

Legal Ownership Name:	
Legal Name of Current Agent:	
Legal Name of New Agent:	Monthly Fee: %
Agent must seek Approval of Owner Expenditures exceeding: \$ [§ 5.03(b) of HMA]- relating maintenance and repairs	

Section III: OWNERSHIP CHANGE INFORMATION

Please select the type of change that is occurring: (A) a full transfer and assumption **OR** (B) a transfer of ownership interests.

If additional space is needed to adequately describe the details of this change, please include additional sheets with such details.

Section III (A): FULL TRANSFER AND ASSUMPTION

The Mortgagor will change and the title of the property will be conveyed to the new Mortgagor

Please provide the following items ONLY if the property has Virginia Housing financing:

1. Certificate of Good Standing: A Certificate of Good Standing for the Transferee (the new Mortgagor) from the Virginia State Corporation Commission.
2. Organizational Charts: Organizational charts detailing both the current and proposed organizational structures.
3. Processing Fee: Prior to or simultaneously with the Authority issuing a final Letter of Approval, the Authority must have received a Processing Fee in the amount of Ten Thousand Dollars and Zero Cents (\$10,000.00) per transfer, as authorized by 13VAC10-20-110(C). An invoice and payment instructions will be provided.

CONTACT INFORMATION FOR TRANSFEROR (current owner)

Legal Ownership Name: Taxpayer ID #:		Were Tax Credits Allocated to This Owner? Yes <input type="checkbox"/> No <input type="checkbox"/>	
c/o:	Phone Number:	Email Address:	
Street Address (No P.O. Box):	City:	State:	Zip:

ATTORNEY CONTACT INFORMATION FOR TRANSFEROR

Firm Name:	Email Address:		
c/o:	Phone Number:		
Street Address (No P.O. Box):	City:	State:	Zip:

CONTACT INFORMATION FOR TRANSFEEE (proposed owner)

Legal Ownership Name: Taxpayer ID #:		State of the Organization:	
c/o:	Phone Number:	Email Address:	
Street Address (No P.O. Box):	City:	State:	Zip:

ATTORNEY CONTACT INFORMATION FOR TRANSFEEE

Firm Name:	Email Address:		
c/o:	Phone Number:		
Street Address (No P.O. Box):	City:	State:	Zip:

Section III (B): TRANSFER OF INTERESTS

An ownership interest in the Mortgagor will be transferred to a new individual or entity. The Mortgagor will remain the same and title to the property will remain in the name of the Mortgagor.

Please provide the following items ONLY if the property has Virginia Housing financing:

1. Certificate of Good Standing: A Certificate of Good Standing for the Transferees from the Virginia State Corporation Commission.
2. Organizational Charts: Organizational charts detailing both the current and proposed organizational structures.
3. Processing Fee: Prior to or simultaneously with the Authority issuing a final Letter of Approval, the Authority must have received a Processing Fee in the amount of Five Thousand Dollars and Zero Cents (\$5,000.00) per transfer, as authorized by 13VAC10-20-110(C). An invoice and payment instructions will be provided.

Name of Entity		Type of Interest (General Partner, Limited Partner, or LLC)	Percent of Interest in Mortgagor Transferred
Transferors:			
Transferees:			

**CONTACT INFORMATION FOR TRANSFERORS
(current owner)**

Legal Ownership Name:		Were Tax Credits Allocated to this Owner?	
Taxpayer ID #:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
c/o:	Phone Number:	Email Address:	
Street Address (No P.O. Box):		City:	State: Zip:

ATTORNEY CONTACT INFORMATION FOR TRANSFEROR

Firm Name:		Email Address:	
c/o:		Phone Number:	
Street Address (No P.O. Box):		City:	State: Zip:

